

Chief of Maintenance & Skilled Trades

East Bay 
Regional Park District

■ THE DISTRICT

The East Bay Regional Park District (EBRPD) contains 73 parks, 55 miles of San Francisco and Delta shorelines, 1,330 miles of park trails, and a regional green trail transportation network of 250 miles of paved trails all within its 126,809 acres, making it the largest regional Park District in the United States. The Park District receives more than 25 million visits annually throughout Alameda and Contra Costa counties in the San Francisco Bay Area. The EBRPD has a diverse portfolio of parks, from shorelines, lakes, mountains, forests, wilderness areas, swim facilities, golf courses, and cultural sites. These parks reach across two counties, which include 33 urban cities.

Located on the eastern side of the San Francisco Bay, the East Bay quality of life offers open spaces, waterways, world-class educational and cultural institutions, urban centers, and a culturally diverse community. The East Bay has drawn many of the region's most innovative companies, workers, and students from around the world, thus creating many economic opportunities. The Park District works to ensure a healthy and thriving ecosystem that protects wildlife and habitat by adapting to the changing climate by restoring wetlands, repairing levees, thinning trees, monitoring algae blooms, and building park facilities.

The Park District celebrates their 90th anniversary this year and continues their dedication in honoring the rich history and diversity of this community through leadership and a workforce that reflects the community it serves. The EBRPD is a result of decades of hard work by innumerable citizen activists, elected district directors, general managers, district employees, environmental organizations, public officials, volunteers, and taxpayers who have collaborated to ensure that residents in the region have access to a system of magnificent regional parklands.

The Park District has a mission to preserve a rich heritage of natural and cultural resources and provide open space, parks, trails, safe and healthful recreation, and environmental education. An environmental ethic guides the Park District in all its activities. To learn more about this dynamic district, please visit the East Bay Regional Park District website at www.ebparks.org.



■ THE ORGANIZATION / GOVERNANCE

EBRPD is governed by a seven-member elected Board of Directors. The Board selects the Board President and other Board Officers to serve a one-year term. Each Director represents a specific geographic area of the District known as a ward. EBRPD itself comprises all of Alameda and Contra Costa counties representing 2.8 million residents. Bi-monthly public Board meetings and monthly committee meetings are conducted to transparently discuss policies and conduct EBRPD business.

Operations are under the leadership of the General Manager who serves at the pleasure of the Board. The General Manager oversees six divisions: Public Safety (Fire, Police, Lifeguard Services); Operations (Business Services, Interpretative and Recreation Services, Maintenance and skilled trades, Park Operations); Public Affairs (Communications, Community Relations, Creative Design Group, and District Archives); Acquisition, Stewardship and Development (Land Acquisition, Design and Construction, Planning, Trails and GIS, and Stewardship); Human Resources (Employee and Employer Relations, Benefits, Recruitment and Classification, and Learning and Development, and Risk Management); and Finance and Management Services (Finance, Grants, Information Services, and Office Services).

■ THE DIVISION

The Operations Division is led by the Assistant General Manager of Operations and assumes a lead role in managing, maintaining, and restoring the District's parklands in order to retain their important scenic, natural, and cultural values. The division is comprised of over 551 FTE and four program areas, each respectively led by the Chief of Park Operations, the Chief of Interpretative and Recreational Services, the Chief of Maintenance and Skilled Trades and the Business Services Manager.

The division workforce is comprised of permanent, seasonal, and temporary professional, technical, administrative and support employees, and includes oversight of a large number of contract concessionaires and volunteers. It has an annual Operating and Capital Budget of approximately \$121.3 M.



■ THE POSITION

The East Bay Regional Park District (EBRPD) is searching for an accomplished dynamic leader to serve as its Chief of Maintenance and Skilled Trades (MAST). The Chief of MAST, under the direction of the Assistant General Manager of Operations, directs the complex management and maintenance of over 550 buildings and structures, 1,300+ miles of paved and natural surface roads and trails in two counties, a complex network of utilities and over 850 vehicles and pieces of specialized equipment.

The Chief of MAST directly supervises eight staff members with overall responsibility and oversight of 97 employees, including managers, supervisors, analysts, mechanics, carpenters, electricians, plumbers, painters, heavy equipment operators, specialty trades staff, sanitation and recycling staff, project managers and coordinators, rangers, park craft specialists and administrative support staff. The Chief of MAST also oversees and shares oversight responsibilities for the department that provides EBRPD's public works functions, including several key programs including the Park District's ADA access improvements program, districtwide green fleet initiatives, workorder and asset management, encroachment permits, and contract administration.

The Chief of MAST serves as a senior manager reporting to the Assistant General Manager of Operations. The Chief of MAST provides direct management oversight of the Maintenance and Skilled Trades Department under the Operations Division, which includes five distinct programs that include: Roads and Trails, Sanitation and Recycling, Small Trails, Skilled Trades, Fleet, Water Utility Maintenance, Sanitation/Recycling Services and Major Maintenance. In addition to trade workers, the Chief of MAST also supervises a small team of analysts.

This position manages approximately a \$33 million budget, including both operating and project budgets. This position ensures compliance with local, state, and federal laws, regulations, codes and standards; and oversees the response to potential public operational or maintenance emergencies, as well as disasters caused by fire, flood, earthquake, or other natural events. This position may represent the Park District as required before the Board of Directors, or at governmental and or public meetings.

Additionally, the Chief of MAST:

- » Manages the Park District's work request processing system.
- » Manages contracts for third party repair contractors and associated projects.
- » Develops budget proposals for both capital and operating expenses.
- » Oversees the Park District's deferred maintenance program.
- » Assists with the planning of new parks and facilities by forecasting additional costs for maintenance, repair, and vehicles.
- » Works collaboratively with external agencies and community interest groups.

Upcoming Projects and Initiatives

- » \$1.25 million in major maintenance/facilities improvement projects.
- » \$500,000 in utilities and communications infrastructure repairs and improvements districtwide.
- » Implementation of the Park District's Asset Management program (Cityworks) including integration with the existing work order system (Famis), which will allow the development of a districtwide preventive maintenance program for facilities, paving and infrastructure.
- » Review of waste management practices and refuse contractual services.
- » Conducting an assessment to right-size the fleet to minimize carbon emissions and plan for growth with sustainable vehicles.

■ CHARACTERISTICS OF THE IDEAL CANDIDATE

The ideal candidate will be an experienced public agency parks maintenance or public works professional who understands the important and unique role that regional parks play in the health and wellness of the communities we serve.

The Chief of MAST is an invaluable member of the EBRPD's Operations management team. The successful candidate will be able to build both a cohesive and inclusive team and strong working relationships with peers across departments and divisions. The Chief of MAST will demonstrate a deep knowledge of applicable professional and technical skills necessary for the program areas this position oversees. This person will lead by example, remain visible and approachable to their staff, promote a positive work environment, and motivate an extremely diverse set of skilled trade workers to excel in their craft.

Concurrently, they will work seamlessly with their colleagues across the Park District to steward the rich heritage of natural, cultural, and open space resources to residents in the East Bay. The successful candidate must demonstrate strategic thinking, have a growth mindset and be a collaborative working style as this department's work impacts a both employee's and users of the Park District's facilities.

Finally, the Chief of MAST will have experience in fiscal management, ranging from budgeting, purchasing, and contracting that best allocates resources necessary to achieve yearly objectives identified in the annual budget and aligned with delivering the Park District's mission statement.

Other criteria which have been identified as desirable qualities or experience in the next Chief of MAST include:

- » Extensive experience in managing public works contracts including bidding, contract processing and oversight.
- » Understanding of public agency personnel practices including extensive experience in managing employee performance and employment labor relations.
- » Field experience in some aspect of construction trades and/or construction project management.
- » Ability to develop and monitor complex public agency budgets with multiple funding sources and grant compliance requirements.
- » Experience with computerized maintenance management systems (CMMS) to employ effective preventive maintenance programs and develop capital asset replacement programs.
- » Comfortable with regular meetings and communications with internal and external agency elected officials.
- » Experience developing effective network of interagency relationships to ensure Park District projects and goals are achieved.

■ EDUCATION & EXPERIENCE

The minimum education and experience required for this position includes an equivalent to a Bachelor's degree from an accredited college or university with major work in public administration or closely related field and eight (8) years of increasingly responsible experience in public administration at a senior or management level, including at least three (3) years of experience as the executive administrator of department(s) or complex projects. Parks or special district experience is desirable. A Master's degree or above is highly desirable.



■ COMPENSATION AND BENEFITS

The salary range for this outstanding opportunity is **\$167,377.56 - \$213,761.52**, plus an anticipated 2% wage increase on November 2024. Placement within this range is dependent upon qualifications. In addition, the District offers an attractive benefits package, including:

Retirement: The District participates in the California Public Employees' Retirement System (CalPERS) with a 2.5% at 55 formula for Classic members and 2% at 62 for new PEPRAs members.

Social Security & Medicare: Employee/Employer equal cost at 7.65% of earnings.

Deferred Compensation: Automatic enrollment in 457 Plan; Employee may opt-out.

Medical Plan: Choice of CalPERS HMO & PPO Health Plans; District pays 100% of Kaiser Premium.

Vision Plan: Voluntary/Employee paid.

Dental Plan: District paid up to \$2,000 per year per enrolled participant; optional enrollment for dependents.

Holidays: 15 paid holidays.

Sick Leave: 12 days per year, unlimited accrual.

Vacation: Starting at 12 days per year, increases with years of service.

Administrative Management Leave: 40 hours per year, plus an additional 40 hours per year at the discretion of the General Manager.

Bereavement Leave: Up to 3 days leave; 5 days for over 500 miles from employee residence.

Life Insurance & AD&D: Provided coverage up to \$500,000.

Short-Term Disability Insurance: District paid weekly at 60% - 70% of salary earned 5-18 months before claim start date.

Long-Term Disability Insurance: District paid at 70% of salary up to a max monthly benefit of \$10,000.

Tuition Reimbursement: Up to \$1,600 per calendar year.

Flexible Spending Account: Optional for Employee.

Employee Assistance Program: District Paid.



■ APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Friday, October 11, 2024**. Please submit your materials to: <https://www.cpshr.us/recruitment/2395>.

For additional information about this position please contact:



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Resumes will be reviewed and screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications and experience will be invited for a preliminary interview with the consultant, following which the most qualified candidates will be selected for a Semi-Finalist virtual panel interview. Candidates selected as a Finalist will be invited to interview in-person at the East Bay Regional Park District Main Office in Oakland, California. Media checks and a comprehensive reference and background check will be performed on final candidates. References will be contacted only following candidate approval.

